

MILPERSMAN 1910-108

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - EARLY RELEASE TO FURTHER EDUCATION

Responsible Office	NAVPERSCOM	Phone:	DSN	882-4431
	(PERS-8352),		COM	(901) 874-4431
	(Enlisted active duty members)		FAX	882-2754

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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References	(a) DoD Directive 1332.14, Enlisted Administrative Separations, 21 Dec 93
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1. Separation Authority (SA)

a. Per reference (a), commanding officers (COs) with special courts-martial convening authority or higher serve as SA for education separation requests that are within 90 days of member's soft expiration of active obligated service.

b. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as SA for all education separation requests for more than 90 days.

c. COs retain disapproval authority. If a member wishes to cancel an approved early separation, a new NAVPERS 1306/7 Enlisted Personnel Action Request, must be submitted via their chain of command (COC) to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separation Branch (PERS-8352). COMNAVPERSCOM is final cancellation authority in all cases.

2. Command Level Separation. Member may request separation to attend an institution of higher education (e.g., college, university, vocational or technical school). Performance of duty must meet honorable (HON) conditions and have been such that member is deserving of consideration for early separation. If separation is done locally, COs should be willing to accept a billet gap.

3. **Navy Personnel Command (NAVPERSCOM) Separation.** Member must submit the separation request in writing via NAVPERS 1306/7 via member's COC. The CO's favorable endorsement must justify the early separation as well as acceptance of a gapped billet. Requests will be denied if the CO is not willing to accept a gap.

4. **College or University**

a. Submit the following documentation with the application to attend an institution of higher education (college or university):

Acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction leading to an Associate, Baccalaureate, or higher degree.

b. COs are responsible for verifying the school is listed in the education directory for post-secondary education, which is published yearly by the National Center for Education Statistics, Department of Education (located at local educational services office (ESO)).

5. **Vocational or Technical School**

a. Submit the following documentation with the application to attend a vocational or technical school:

Acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction of not less than 3 months duration.

b. COs are responsible for verifying the school is approved by the cognizant State Board for Vocational Education, or the school is accredited by a nationally-recognized accrediting agency or association listed by the U.S. Commissioner of Education (located at local ESO).

6. **Personal Requirements of Applicants for Education.**

Applicants must do the following:

a. Demonstrate, via a financial counseling worksheet, ability and willingness to make the required payment of entrance fee(s), if any.

b. Submit justification that the specific school term is the most opportune time academically to begin or resume applicants' education, and that delay of enrollment until normal end of obligated service could cause an undue hardship or failure to meet requirements for course completion and graduation.

7. **Who is Not Eligible.** The following personnel are not eligible:

a. Members whose services are essential to the mission of the command.

b. Members who are ordered to active duty (ACDU) due to unsatisfactory participation in a selected reserve unit.

c. Aliens seeking to qualify for citizenship by completion of 3 years of ACUD military service, unless they are to be transferred to inactive duty in a Reserve Component.

d. Members who are currently pending disciplinary action or administrative separation.

8. **Characterization of Separation.** The characterization of separation will be HON.